

PERS 79-6002

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : Harry E. Fitzwater  
Director of Personnel

SUBJECT : FY 1980 Annual Personnel Plan

1. Forwarded herewith are the Annual Personnel Plan report forms for FY 1980. The two phase report will not be required this year. Completed reports are due in the Personnel Management Evaluation Staff, Office of Personnel, by 26 November 1979.

2. Each Career Service is requested to attach an analysis of its data, commenting on significant achievements or shortfalls and special problems or accomplishments. A set of questions, typical of those used as a basis for the consolidated Agency analysis prepared for the DDCI, is attached to the report to be used as a guide in preparing this analysis. While we have tried to cover all significant points, some of major importance in your Career Service may have been overlooked, and should therefore be covered in your analysis.

3. Representatives from the Office of Personnel will contact your senior personnel officer to arrange a briefing prior to Directorate preparation of the FY 1980 APP.

Harry E. Fitzwater

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Attachments  
As Stated

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